

What **You** Can Do

- TODAY -

To Pursue Government Contracting

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Government Contracting Advisor
University of Montana

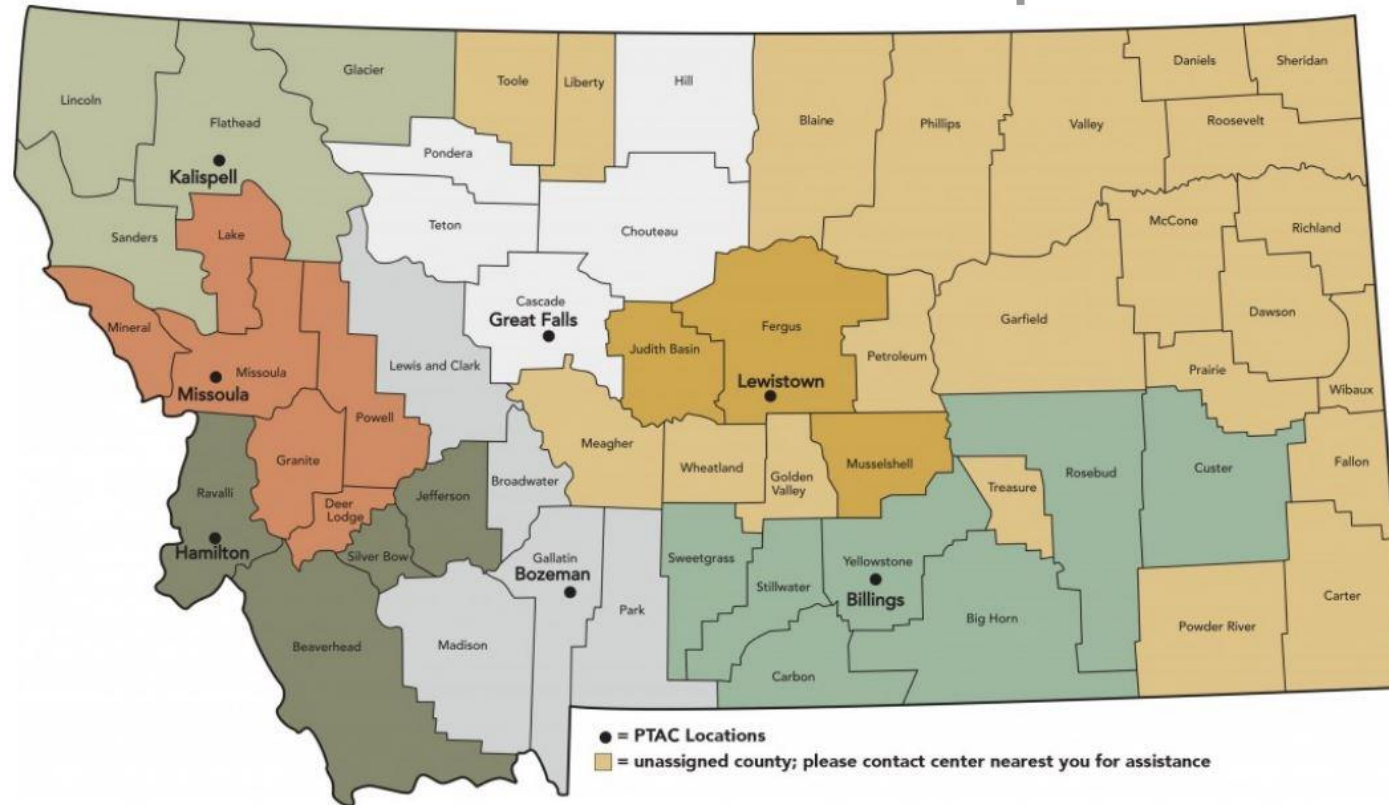


Missoula PTAC





PTAC Locations





PROCUREMENT TECHNICAL ASSISTANCE CENTERS



Welcome to Montana PTAC!

The Montana Procurement Technical Assistance Center (PTAC) offers you *personal, timely advice on contracting with the government*. Almost all of our consulting, training and support services are free and available to Montana businesses interested in government contracting. If you need help or more information on doing business with federal, state and local government agencies, we encourage you to contact the Montana PTAC nearest you.

Did you know we offer our services free of charge? [Find out more...](#)



Montana PTAC has an advisor to help you - [Find your contact...](#)



Questions about Government contracting? [See our FAQs](#)



Montana PTAC Upcoming Events

[Upcoming Events](#)

Resources

[Helpful Links](#)
[Frequently Asked Questions](#)

Helpful Quick-Links

[PTAC Staff](#)
[Contact Us](#)

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Montana PTAC is made possible by our host agency, Big Sky Economic Development, the Defense Logistics Agency and other organizations across Montana.





Learning Objectives – Three Ps

- **Prepare**

- Identify target markets

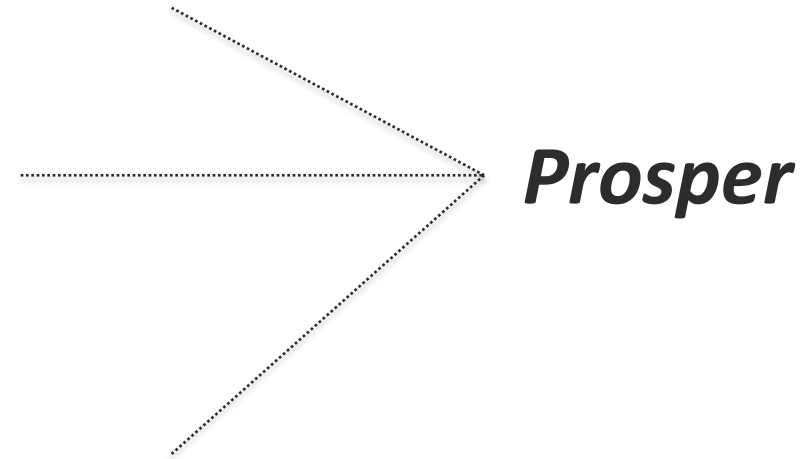
- **Plan**

- Create your pitch

- Get registered

- **Pursue**

- Market, market, market





The Big Challenge ...



- Selling to the government is different than selling in the commercial market.
- A key to growth and prosperity is patience, persistence and **continuous learning.**



Typical Montana PTAC Services

- Market Research
- Opportunity Identification
- Bid/Proposal Review
- Networking Events
- Vendor Registrations
- Small Business Certifications



Questions You Often Ask Us...

- How much does the government buy?
- What does the government buy?
- When does the government buy?
- Does the government buy what I sell?
- How do I approach government buyers?





Federal Business Opportunities

•Naval Supply Systems Command in Bremerton, WA, seeks a small business to provide **plain nuts**. SOL N0040610T2064.



•Marine Corps in Bridgeport, CA, seeks a small business to provide **dirt**. SOL M3361010T0020.



•Animal and Plant Health Inspection Service in Minneapolis, MN, seeks a small business to provide **blackbird conflict management** services in North Dakota. SOL AG-6395-S-10-0132



•National Guard in Tulsa, OK, seeks a small business to provide and install **big ass fans**. SOL W912L6-10-T-0015.





Government Buyer Options

THRESHOLD	TYPE	ACTION
Up to \$3,500	Micro-Purchase (Credit Cards)	Not Advertised
\$3,500 to \$25,000	Simplified Acquisition Procedures (SAP)	Not advertised (sometimes posted locally) Oral or Request for Quotation (RFQ). Normally reserved for small business.
\$25,000 to \$150,000	Simplified Acquisition Procedures (SAP)	Advertised in FBO, Oral or RFQ. Normally reserved for small business set-aside.
Greater than \$150,000	Formal / Large Contract	Advertised in FBO Invitation for Bid (IFB) or Request for Proposal (RFP) Set-aside if ≥ 2 capable 8(a) / HUBZone / SD-VOSB/SB will submit offers @ fair market price



Research, Research, Research

- <http://www.usaspending.gov>
- <https://www.fpds.gov>
- <http://www.acquisition.gov>
- <https://www.fbo.gov>





Federal
Business
Opportunities



Home

Getting Started

General Info

Opportunities

Agencies

Privacy

Search more than **20,000*** active federal opportunities.

Posted Date:

Last 90 Days

Set-Aside Code:

Any

Place of Performance:

Any State or Territory

Type:

Any

Keyword / Solicitation #:

Agency:

Search

Additional criteria and multiple selections are available on the [advanced search form](#).
* Notices posted within the last 90 days.

 **ATTENTION:** Agency users are responsible for properly uploading controlled, unclassified materials to FBO using the access control procedures for document packages and attachments detailed in the [FBO Buyers Guide](#). Do not upload ANY classified materials to FBO.

Buyers / Engineers

Government users may post, manage, and award opportunities.

Username

Password

Login

[View Opportunities](#)

No login is required to view opportunities.

[Register Now](#)

[Password Reminder](#)

[Recovery FAQs](#)

Vendors / Citizens

Vendors and citizens may search, monitor, and retrieve opportunities.

Username

Password

Login

[Find Opportunities](#)

No login is required to view opportunities.

[Register Now](#)

[Password Reminder](#)

[Recovery FAQs](#)



Locate actions funded by the American Recovery and Reinvestment Act.

SEARCH RECOVERY OPPORTUNITIES

SEARCH RECOVERY AWARDS

 FBO RECOVERY REPORTS

[Click here for Opportunities](#)

[Click here for Awards](#)

Click [here](#) to learn more.

 SMALL BUSINESS EVENTS

[Learn more](#) about the Small Business Central Event Listing or [search now](#) for events.

SEARCH SMALL BUSINESS EVENTS

 VENDOR COLLABORATION

FBO now contains the Vendor Collaboration Central Event Listing. [Learn more](#) or [search](#).

VENDOR COLLABORATION

 USER GUIDES



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Opportunity	Agency/Office/Location ▼	Type ▼ / Set-aside ▼	Posted On ▲
HELENA-LEWIS & CLARK NATIONAL FOREST - Helena Ranger District Service Site Road and Fencing Project 12034318Q0017 Z -- Maintenance, repair, and alteration of real property	Department of Agriculture Forest Service R-1 East Side Acquisition Team: Beaverhead-Deerlodge; Custer Gallatin; Helena; Lewis & Clark NFs; Dakota Prairie NG	Solicitation (Modified) / Total Small Business	Feb 20, 2018
KOOTENAI NATIONAL FOREST - Kootenai Falls Swinging Bridge 12034318R0005 Y -- Construction of structures and facilities	Department of Agriculture Forest Service R-1 IMAT: Clearwater; Idaho Panhandle; Kootenai; and Nez Perce NF's	Presolicitation / Total Small Business	Feb 16, 2018
Anaconda Job Corps Center Eye Care Services 1203L718Q0001 Q -- Medical services	Department of Agriculture Forest Service WO-AQM JC Support	Award / Total Small Business	Feb 15, 2018
BEAVERHEAD-DEERLODGE NATIONAL FOREST - Environmental and Mining handheld XRF analyzer 12034318Q0037 C -- Instruments & laboratory equipment	Department of Agriculture Forest Service R-1 East Side Acquisition Team: Beaverhead-Deerlodge; Custer Gallatin; Helena; Lewis & Clark NFs; Dakota Prairie NG	Award / Total Small Business	Feb 15, 2018
Kootenai National Forest, Libby Ranger District RIPLEY COMMON STAND EXAMS 2018 12034318Q0045 F -- Natural resources & conservation services	Department of Agriculture Forest Service R-1 IMAT: Clearwater; Idaho Panhandle; Kootenai; and Nez Perce NF's	Combined Synopsis/Solicitation / Total Small Business	Feb 13, 2018
Natural Resource Management Technical Support 12034318Q0040 U -- Education & training services	Department of Agriculture Forest Service R-1 Western Montana Acquisition Zone (Lolo NF; Flathead NF; Bitterroot NF; Regional Office; Aerial Fire Depot)	Presolicitation / Total Small Business	Feb 09, 2018
HELENA-LEWIS & CLARK NATIONAL FOREST - Little Belt Mountains FIA Grid Intensification Plot Re-measure 12034318Q0025 F -- Natural resources & conservation services	Department of Agriculture Forest Service R-1 East Side Acquisition Team: Beaverhead-Deerlodge; Custer Gallatin; Helena; Lewis & Clark NFs; Dakota Prairie NG	Award / Total Small Business	Feb 08, 2018
Laundry Supply and Services 12034318Q0029 83 -- Textiles, leather, furs, apparel & shoe findings, tools & bags	Department of Agriculture Forest Service R-1 Western Montana Acquisition Zone (Lolo NF; Flathead NF; Bitterroot NF; Regional Office; Aerial Fire Depot)	Award / Total Small Business	Feb 08, 2018
Stevensville Ranger District Janitorial Services 12034318Q0044 S -- Utilities and housekeeping services	Department of Agriculture Forest Service R-1 Northern Region	Combined Synopsis/Solicitation (Modified) / Total Small Business	Feb 05, 2018
BEAVERHEAD-DEERLODGE NF - Wisdom & WiseRiver Janitorial Services 12034318Q0039 S -- Utilities and housekeeping services	Department of Agriculture Forest Service R-1 East Side Acquisition Team: Beaverhead-Deerlodge; Custer Gallatin; Helena; Lewis & Clark NFs; Dakota Prairie NG	Combined Synopsis/Solicitation / Total Small Business	Feb 01, 2018
Trapper Creek Job Corps Eye Care Services	Department of Agriculture	Combined	



Focus, Start Small, Team Up

- Identify target markets.
- Seek smaller opportunities.
- Consider subcontracting or finding a small business partner.



Focus



Start
Small



Team Up



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Identify Smaller Opportunities

- States

<http://vendorresources.mt.gov>



- Cities/Counties

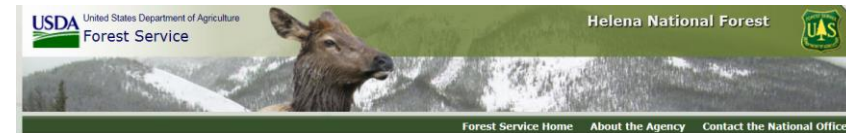
<http://www.ci.missoula.mt.us/bids.aspx>



- Federal Agencies

<http://www.fs.usda.gov/main/helena>

(Helena Forest Service)



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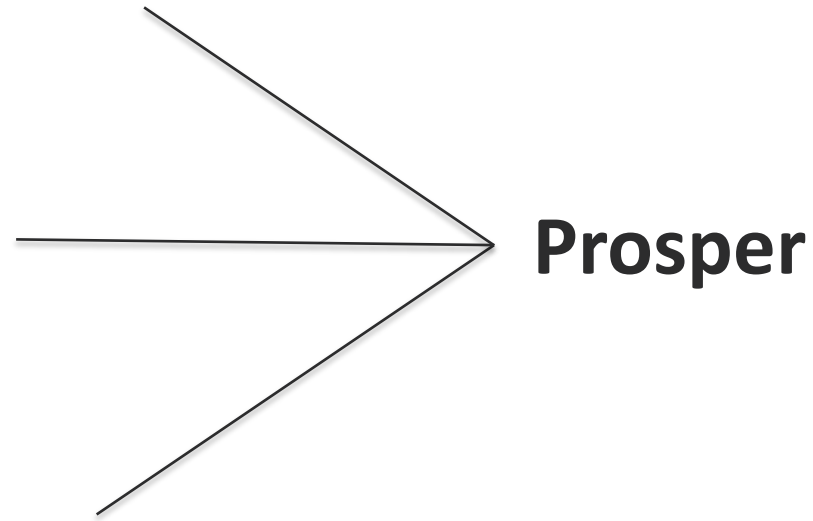
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Readiness Factors

- Established Business
 - Successful past performance
- Clear Focus
 - Strong business plan
- Realistic Goals
- Working Capital
- Capacity
 - Technologically proficient
 - Adaptable
- Commitment



Capability Statement

- Think of it as a company resume.
- Keep it clear, concise.
- Make it brief, one page.
- Include the following :
 - Core Competencies
 - Past Performance
 - Differentiators
 - Company Data
- **Target** to specific agencies, decision makers.



Capability Statement

Your Logo Here

This is a content & design template. Show your logo and contact information, with a specific person's name, phone, and email.

Core Competencies:

Short introduction statement relating the company's core competencies to the agency's specific needs followed by keyword heavy bullet points.

- No long paragraphs
- Use short sentences followed by keyword heavy bullet points
- Create a new document for each agency mission or specific opportunity
- Call this document a Capability Statement
- Preferably, this Capability Statement is one page, one side
- Go to two sides only if absolutely necessary
- Save and distribute as a PDF, not a Word, PowerPoint, or other format

Differentiators:

Identify what makes you different from your competitors and how this benefits the targeted agency.

Relate your key differentiators to the needs of the agency, prime, or teaming partner.

Past Performance:

List past customers for whom you have done similar work. Prioritize by related agency, to all federal to all other government to commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list.

Ideally, include specific contact information for immediate references. Include name, title, email, and phone.

Company Data:

Company History
~~One very brief paragraph of company description detailing pertinent facts.~~

Readers will visit your website for additional information. Make sure your website is constantly updated and government-focused.

List Specific Codes:

- DUNS
- Socio-economic certifications: 8(a), HUB Zone, SDV/OB, etc.
- NAICS (all)
- CAGE Code
- Accept Credit and Purchase Cards
- GSA Schedule Contract Number(s)
- Other federal contract vehicles
- BPAs and other federal contract numbers
- State contract Numbers

Your address, phone numbers (voice, mobile, and fax), email, website, and other related contact information

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Matchmaking Pitch

- Create a 30-second, focused pitch
 - ***targeted*** to meet a ***specific*** buyer's needs
- Use this example as a guide:
 - ✓ My company provides _____
 - ✓ Our core competencies are _____
 - ✓ We excel at _____
 - ✓ We are different because _____
 - ✓ We can help you _____



Roles of Decision Makers

- **Small Business Representatives (SBR)**

- Advise small businesses on buying opportunities

- <http://www.osdbu.gov/members.html>

- **Contracting Officers (CO or KO)**

- Can legally authorize purchase of goods/services above the micro-purchase threshold

- <https://www.fbo.gov/> and other sites

- **Program Managers (PM)**

- Provide technical/management expertise

- **End Users**

- Use the service/product to do his/her job



Get Registered – The Basic Steps

- Apply for Employer Identification Number (**EIN**)
<http://www.irs.gov/>
- Obtain a **DUNS** number
<http://fedgov.dnb.com/webform>
- Find your Codes - **NAICS**, FSC/PSC
- Register in the System for Award Management (**SAM**) <https://www.sam.gov/portal/SAM/#1>



Information Required for SAM

You will need your...

- **DUNS** and associated name and address;
- **TIN/EIN** and associated name (from W-2 or W-9);
- **Banking Information**
 - account number
 - ABA routing number
 - bank phone or fax number





Decoding the Codes

- **NAICS** – North American Industry Classification System
<http://www.census.gov/eos/www/naics/>
- **FSC** – Federal Supply Classification Code
<http://www.dlis.dla.mil/H2/search.aspx>
- **PSC** – Product Service Code <https://www.acquisition.gov/>
(Choose menu item Acquisition Systems and select Product Service Code Manual.)



More About NAICS Codes

<https://www.sba.gov/content/small-business-size-standards>

- SBA developed size standards for each NAICS.
- NAICS are used on federal procurements.
- Businesses must meet size standards that apply to a particular procurement.
- Procurement opportunities are “**set aside**” for small businesses.



The Big Challenge ...



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PTAC is here to give you *personal, timely advice on government contracting and to help you...*

Learn, persist, grow.



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